

# Rental Car Reservation Form - (TA\_\_\_\_\_)

## ALL APPLICABLE FIELDS MUST BE COMPLETE

- Complete this form and send it to: [wsutravelfoffice@wichita.edu](mailto:wsutravelfoffice@wichita.edu)
- Two (2) business day advance notice is preferred. A Travel Authorization Number will be forwarded to your email within 2 business days of receipt of this completed form.
- For reservations requiring immediate attention, please complete the form and call the WSU Travel Office 978-3070.

### PRIMARY DRIVER INFORMATION

Name: \_\_\_\_\_ MyWSU ID Number: \_\_\_\_\_

Status: \_\_\_\_\_ (Staff, Faculty, Graduate Assistant, Heskett Center Coach, Student Employee)

Email address: \_\_\_\_\_

### BILLING INFORMATION

Department: \_\_\_\_\_

Organization Number: \_\_\_\_\_ Fund Number: \_\_\_\_\_

### TRIP INFORMATION:

Date Leaving: \_\_\_\_\_ Time Leaving: \_\_\_\_\_

Date Returning: \_\_\_\_\_ Time Returning: \_\_\_\_\_

Trip Destination: \_\_\_\_\_ Purpose of Trip: \_\_\_\_\_

Multi-Passenger Vehicle Reservation?  Y  N (select one)

**A copy of the official rental car receipt must be sent to WSU TRAVEL OFFICE (box 38) after the travel is completed.**

#### Be Advised:

- Only WSU employees are allowed to rent and/or drive a car using the State Hertz Rental Car Agreement.
- Hertz advance Fuel Purchase Option can't be used. Please, do not accept agreement in advance for fuel at time of rental pickup. Keep your receipts of fuel and claim the expenses after the trip is completed.
- The "Neverlost" (GPS service) service offered by Hertz is not included in the state contract with Hertz. This expense is considered personal and cannot be reimbursed.

#### Insurance Notices:

- Collision Damage Waiver Insurance coverage is included on Wichita State University bank card(s) at no additional cost for most vehicles. Do not purchase this as additional coverage.
- Personal accident insurance (PAI), personal effects insurance (PEI), and other supplemental liability insurance are considered personal expenses and are not reimbursable.
- Out-of-State rental, liability damage waiver and collision damage waiver insurance are reimbursable.
- Additional information on vehicle insurance can be found at: [www.da.ks.gov/fm/cmp/information/transition/insurance](http://www.da.ks.gov/fm/cmp/information/transition/insurance)